

Theme Community Meeting Notes

June 2, 2020 (1:00-2:30 PM ET)

Attendees

FGDC Staff

Name	Agency	Role(s)		Name	Agency	Role(s)	
Lorna Schmid	USGS	FGDC OS	✓	James Irvine	USGS	FGDC OS-CS	✓
Lynda Wayne	USGS	FGDC OS-CS	✓	Robin Hoban	USGS	FGDC OS-CS	✓

Theme Community

Theme	Name	Agency	Role(s)	✓	Addition or Proxy
Address	Matt Zimolzak	Census Bureau	TL	✓	
Address	Steve Lewis	DOT	TL		
Biodiversity and Ecosystems	Marcia McNiff	USGS	TL	✓	
Cadastral	Dominica VanKoten	BLM	TL	✓	Roger Johnson
Climate and Weather	Kari Sheets	NOAA	TL		
Cultural Resources	Deidre McCarthy	NPS	TL	✓	Glenn Guempel
Elevation	Ashley Chappell Hill	NOAA	TL	✓	
Elevation	Susan Buto	USGS	TL	✓	
Geodetic Control	Daniel Roman	NOAA	TL	✓	
Geology	Paul Godfriaux	BOEM	TL	✓	
Geology	Dave Soller	USGS	TL		
Governmental Units	Dierdre Bevington-Attardi	Census Bureau	TL	✓	Karla Riso
Imagery	Greg Snyder	USGS	TL	✓	
Imagery	John Mootz	USDA	TL	✓	David Davis
Land Use - Land Cover	Greg Reams	USFS	TL		
Land Use - Land Cover	Brad Reed	USGS	TL		
Real Property	Valerie Butler	GSA	TL	✓	
Soils	Drew Kinney	USDA	TL	✓	
Transportation	Derald Dudley	DOT	TL		Raquel Wright
Utilities - Offshore	Jeff Harris	BSEE	TL	✓	
Utilities - Terrestrial	TBD				
Water - Inland	Megan Lang	FWS	TL	✓	Mitch Bergeson
Water - Inland	Rebecca Anderson	USGS	TL	✓	
Water - Oceans and Coasts	Patrick Keown	NOAA	TL		

Agenda

- ❖ Welcome and Roll Call
- ❖ NGDA Changes
 - Census Bureau Regional Office Boundaries
 - EPA Facility Locations and Regional Boundaries
- ❖ GDA Reporting
 - Section 756: Lead Covered Agency (Theme) and FDS 2020 Action Plan
 - Baseline Standards Inventory
 - Section 759: Covered Agency Reports
 - Timelines
- ❖ Metadata & Publishing Workflows
- ❖ Data.gov, GeoPlatform.gov, and NGDA Portfolio Metadata Test
- ❖ Feedback on GP NGDA Data Theme Resource Pages
- ❖ NGDA Inventory & POC Updates
- ❖ Action Item Review
- ❖ Open Discussion

Summary of New Actions

Responsible Party	Description
Theme Leads	
Theme Leads	Any Theme Leads who would like to volunteer to assist with developing the common language for the GDA reporting, please send an email to NGDATeam@fgdc.gov with your interest.
NGDA Team	Follow up with Themes that do not have a Theme Implementation Plan to provide assistance in completing one.

NGDA Changes

Review of proposed NGDA changes that will go to the FGDC Steering Committee for vote and approval. Due to FGDC governance changes, including the Steering Committee and discussions with Department of State, we haven't sent changes forward for a while. But we've been tracking this list over time and these will be sent forward this week. The email to the Steering Committee is set up for digital voting that includes the change justification. See slides 5-7 for details. New changes proposed since the last Theme Community meeting:

Governmental Units

- Retiring Census Bureau Regional Office Boundaries NGDA
- Removing EPA Facility Locations and Regional Boundaries NGDA

Dierdre: The Transportation Analysis Zones (TAZ) should move to the Transportation Theme. Census Bureau is the lead agency, but it is a Transportation NGDA.

NGDA Team Note: The TAZ (NGDAID 156) was recommended for removal by Transportation and is pending final Steering Committee approval.

Geospatial Data Act (GDA) Reporting

Section 756: Lead Covered Agency (Theme) and FDS 2020 Action Plan

We'll start out with the Lead Covered Agency (LCA) reports and we'll also talk about the Covered Agency (CA) reports. The Lead Covered Agency part of the law calls for an Annual Progress Report on GDA requirements. It is not based on expectations for any given year. We don't think there is an expectation of compliance right away but rather moving in the direction of compliance.

Becci A: The Circular has not come out to my knowledge and we don't have more guidance yet from that, right? Can you remind me if the LCA is any agency that has any NGDA rather than an agency that runs one of the Themes, correct?

Lorna: The Theme lead agencies would have the lead for coordinating the content and reporting. The Dataset Managers (DSM) within the Theme will have responsibilities for providing input to those reports and ensuring that the reporting is accurate.

Diedre M: We want to say the Theme leads not the covered agency? Say the Park Service is a Theme lead but the Department of the Interior (DOI) would report for the covered agency?

Lorna: That's correct. So, USGS might be a Theme lead, and they would be responsible for coordinating the LCA report but that report also has to be coordinated through the Department.

Lorna: The GDA Reporting meetings are happening bi-weekly now, and they've been more focused on the Covered Agencies (CA) until more recently. There is only going to be one report per Theme for Section 756. The LCA reports will need to be coordinated across the departments.

Diedre: There will be multiple reports: Theme Lead report, Covered Agency report, and Dataset report/Lifecycle Maturity Assessment (LMA)?

Lorna: There won't be a Dataset or LMA report. The NGDA Standards inventory that will be done will feed in. The revised Circular has not been released by the Office of Management and Budget (OMB) so we aren't getting to the next LMA yet. We put that on hold pending the release. For purposes of the GDA, covered agency is the executive departments and NASA and GSA. Agency means department.

Matt Z: Could we develop a roles and responsibilities quick fact sheet including how to handle bifurcated agency theme responsibilities?

Becci: And, a list of what reporting is due and when?

Lorna: Yes, we're working on that. I mentioned discussions with Department of State, and they're going to make a presentation to the Steering Committee next week. They will be describing their nomination of a new Theme for International Boundaries, which was part of the original A-16. We're working on the elements that make up management of the Theme and

datasets now. It's a little challenging because the updated A-16 and Supplemental Guidance haven't been released yet. We will share that and will appreciate your input.

Glenn: When will the work of the bi-weekly meetings be completed?

Lorna: Great question. That was one of the Working Group (WG) that came out of the GDA Tiger Team. The WG is run by Tony LaVoi and Amy Nelson and attendees include Tod Dabolt, and others. I will cover that after we go through the LCA reporting.

The GDA requires the LCA Annual report (and the CA report) to be submitted to FGDC, and FGDC will develop a status summary. The determinations are 1) meet requirements, 2) progress toward meeting requirements, and 3) fails to meet requirements. The agencies will self-assess their status and FGDC will publish those summary reports online. The summary reports will also be sent to the FGDC National Geospatial Advisory Committee (NGAC) for comment. The LCA will respond to NGAC comments, and the NGDA Team will help adjudicate and respond to comments. Biennially, there is a report that gets submitted to Congress that includes the summaries, the evaluation status, and the comments and responses from NGAC.

We are approaching this as the baseline year. The templates that will include an introduction and executive summary that the LCA or Co-LCAs will fill in. The NGDA Data Theme performance report(s) "documents the activities relating to and implementation of the NGDA data theme, including progress in achieving requirements under ... (A)-(D)."

- We plan to write up and include Portfolio-level activities supporting the Themes for part of that.
- We'll have common responses to Subparagraphs (A) – (D).
- We'll include the latest Theme Implementation Plan (TIP) for each Theme will also become part of your annual report.

Clarification on my comments in the meeting regarding these Annual performance reports. The Lead Covered Agency NGDA Data Theme annual performance reports will use a template and common language wherever possible, but there will be the potential for Lead Covered Agencies to add additional input on activities related to meeting the requirements laid out in Section 756(3) subparagraphs (A) - (D).

Subsection (A) covers providing leadership for developing and implementing standards for the Theme (e.g. assessing existing standards, identifying anticipated needed standards, developing a plan to originate and implement needed standards).

As part of Federal Data Strategy (FDS) 2020 Action Plan, there is an Action 10 milestone to track NGDA for implementation of standards. The FDS and 2020 Action Plan was meant to help us in

meeting Sec 756 B(3)(A). There is a team right now helping with developing the survey for baseline standards inventory. Dataset Managers will be asked to complete the inventory for all 177 NGDA. We have around 20 questions. Once we have the baseline inventory completed, we will have the known standards, and the agencies will use that information to identify needs. We will break down the information by Theme and NGDA Dataset for input to the report.

Subsection (B) asks for a plan for nationwide population of the theme. We are also looking for ways to gather information about existing partnerships. There is an FDS pilot that the FGDC Office of the Secretariat (OS) is conducting, and we're hoping to get some questions into that questionnaire to identify key partnership opportunities to help develop plans. There is also an NGAC Subcommittee assessing public/private partnerships and developing a report. For the baseline, we are gathering up this information and getting it into the reports.

Subsection (C) is related to the NSDI Strategic Plan (SP). The target due date for the SP is December 2020.

Subsection (D) is related to gathering and analyzing information from users on their needs and incorporating those needs into strategies for the data theme. There were questions and responses in the 2017 LMA that Jim Irvine will be analyzing. There are also some questions in the CA Reports will also help identify these.

Greg: Will this be a new questionnaire for this one, or can we use current user need assessments?

Lorna: We absolutely want you to use current user needs assessments. The questionnaire I am referring to is the CA report (Section 759) which all covered agencies, including lead covered agencies, have to submit. There are requirements in there for identifying user needs.

Matt: What qualifies as current for user needs assessments?

Lorna: Anything that you have. You would look at what's available, and who was assessed, and if it still has value. We will be looking at the suite of things that have been done.

Dan: Would a "Foresee" website survey qualify?

Lorna: Absolutely.

Those are the four sections that we need to provide in the Annual report. I also mentioned that the existing Theme Implementation Plans will be included. Rather than create more work, we will use the plans you have. If Theme Leads want to update the last report or upgrade it to the latest template, we will support you doing that. For Themes that don't have a plan, we will be following up to help generate a plan that can be used.

To wrap up this section, Robin, Jim and I are working on drafting the GDA compliance steps that will include the items we're waiting on like the revised A-16 Circular, the NSDI Strategic Plan, etc.

Baseline Standards Inventory: Federal Data Strategy 2020 Action Plan & GDA Compliance

We have representation from the Themes who are coordinating with others for input to the baseline standards inventory approach. We're working on a document and a survey to help us establish the baseline inventory. There are various laws that require us to understand the standards in use. The document has been through a few levels of review with the team. We've agreed upon the standards categories, and the questions that the DSM will answer. The questions will have picklists to facilitate their responses, and there will be text boxes for other responses. We will also be providing some training. The document will be provided as a workbook, and also includes appendices of standards used in the picklists that they can review in advance.

We put a PDF together called "Why a Standards Inventory" that does a nice job of citing the laws that we're responding to.

The Standards inventory document provides the foundation. The survey will use the Esri Survey123 tool. We will look at this approach for updating the database in the future. We are looking at mid- to late-June to launch this.

Megan L: I like to start thinking about how to manage time resources for these requirements. I know FGDC has put effort into reducing impact to agency staff. Would it be possible to quantify the resource requirements along with the list of requirements and dates?

Lorna: We are always looking at ways to make this as streamlined as possible to meet the requirements while minimizing the time requirements. We'll need to work with you as we work through this baseline.

Megan: If FGDC is willing to work with us and view this as a learning process, that could work.

Lorna: There are timelines we aren't going to get around. But, For the baseline year, the time requirements shouldn't be too onerous. We will start taking a look at developing that.

Megan: thank you very much. FGDC has always been very considerate of our time.

Section 759: Covered Agency Reports

GDA Section 759 has very specific items that the CA are expected to respond to. The biennial Inspector General (IG) audits are also going on this year. Most of those are around the requirements in Section 759 (a)(1) - (13). There will be a report that the IGs will create. The GDA specifies that the CA will submit an annual report to be summarized and FGDC is also working towards enabling self-assessments that can rolled up. It will also be a survey-based effort using

Survey123, and have a report template with Agency developed Executive Summaries and the self-assessment information.

Dan R: I'm still trying grasp CA and LCA. In my case, CA would be Department of Commerce, and any Theme that falls within it would need to provide this report, correct?

Lorna: There are two reports; there is a CA report, and not all CA are Lead Covered Agencies. This is a second report in addition to the Theme-related reports that Department of Commerce would be responsible for. The CA report is not really theme-related, but it all ties together. It's going to be interesting, and there is a lot of discussion around focusing the baseline year on the NGDAs.

For the CA surveys, the departments have a couple of ways to handle this. Some departments will fill this out at the department level once. Some will be providing points of contact in their sub-offices (bureaus, agencies) to fill the survey out, which will roll up and inform one department-level report.

Timelines

The timelines for each of these reporting initiatives (including the NSDI Strategic Plan (SP)) are shown on slides 34-36. There have been two Leader Forums for the NSDI SP for non-governmental industry input on the draft Plan. The FGDC expects to have the draft NSDI SP released for public comment in July. By September, the plan is to be approved by the Steering Committee. And by December, the agencies will be providing their Strategic Plans using the framework provided by the NSDI SP.

For the CA reports, we'll have until the end of September to go through the survey and roll up those answers. The CA will write their executive summaries, and those will be proved to FGDC by December 15. Then we go through the steps to summarize and provide those to NGAC. And those will be adjudicated and finalized for OMB by April 15.

Gita: At a Geospatial Advisory Committee (GAC) meeting, Tod Dabolt is going to ask the Theme Leads and Dataset Managers to go through their GAC representatives.

Lorna: That is probably for the LCA reports for the Themes. That makes sense, but I'll follow up with Tod and see if there are any insights that I can provide to everyone. (Lorna has followed up with Tod DaBolt.)

For the Standards Inventory, we will be working on that this month through the end of next month. We'll also be working with you on the development of the common responses discussed earlier. The LCA will develop summaries and annual reports by Dec 15.

Metadata & Publishing Workflows

This is an update on the metadata and publishing workflows testing effort. There is a lossy transformation of metadata for CSDGM to ISO which results in missing information. A new non-lossy transform is being tested in the data.gov environment now. Those test results will be documented. Data.gov is working on testing and installing the new ISO transform.

NGDA Inventory and POC Updates

Lynda Liptrap has moved on as Address Theme Co-Lead, so welcome Matt Zimolzak as the new Co-Lead. Glenn Guempel takes over as the new DSM for the Cultural Resources Geographic Names Information System (GNIS) NGDA. Drew Kinney takes over as DSM for three Soils NGDA, and Michaelle Shultz is the new DSM for the Biodiversity and Ecosystems FWS Critical Habitat for Threatened and Endangered Species Dataset.

Open Discussion

Dan: At this point, the CA and LCA reports are pretty much generated, so you'll be looking for feedback on filling them out?

Lorna: They are not completely done yet, so we'll be looking for feedback on the common language that will be going into them.

Matt: If you are a Co-Theme Lead, are there two Lead Covered Agencies?

Lorna: One report for each Theme, and both agencies are Lead Covered Agencies. So, it is a coordinated report by both LCA for the Theme.

Dierdre: Should we include a time budget for the 2020 TIP?

Dan: The LCA reports are due in December?

Lorna: Yes.

Dan: So that would take the place of the TIP?

Lorna: That's right, and that's where we'll need help with common language and the self-assessments for Sections (A) – (D).

Robin: For clarification on the TIPs, we are planning to include the last available TIP as part of the information in the LCA reports. So, if you want to update that content from the FY18 or 19 report, you can do so. If not, we'll include whatever is the most recent. If you don't have a TIP, we'll reach out to see if we can assist you in completing one for use in the LCA report at the end of this year.

Next Meeting

The next meeting will be on **July 9th from 1:00-2:30pm ET**. A meeting announcement will be sent ahead. If anyone new needs to be added to the distribution, please email

NGDATeam@fgd.gov. Thank you!